



BOARD OF CORRECTION

To promote a safer Idaho by reducing recidivism

Robin Sandy
Chair

David McClusky
Vice-Chair

J.R. Van Tassel
Secretary

C.L. "Butch" Otter
Governor

Board of Correction Meeting Minutes

October 2, 2014 – 09:30 a.m. – 4:00 p.m. MT
Idaho Department of Correction
1299 N. Orchard St., Suite 110, Boise, ID 83706

Members Present:

Robin Sandy, Chair (via phone)
J.R. Van Tassel, Secretary

David McClusky, Vice-Chair

Comprising a quorum of Board of Correction (Board)

Others Present:

Brent Reinke, Director

Kevin Kempf, Deputy Director

Henry Atencio, Division Chief, Probation & Parole

Mark Kubinski, Lead Deputy AG

Jeff Zmuda, Division Chief, Prisons

Shane Evans, Division Chief, Education, Treatment & Reentry

Ashley Dowell, Dep. Chief ET&R

See attached attendance list

Andrea Blades, Management Assistant

Pat Donaldson, Division Chief, Management Services

Teresa Jones, Administrative Support Manager

Alan Anderson, Division Chief, Correctional Industries

Sharla Means, Manager, Human Resources

1. Call to order

- ❖ Vice Chair Dr. David McClusky called the meeting to order at 9:37 a.m.

2. Welcome and introductions

- ❖ Vice Chair McClusky welcomed everyone in attendance and introductions were made around the room.

3. Board of Correction meeting minutes approval

- ❖ Secretary JR VanTassel motioned to accept the 07/24/14 and 07/30/14 meeting minutes; Chair Robin Sandy seconded the motion; the motion passed unanimously.

4. Board of Corrections Award & Recognition, Director Reinke

- ❖ Silver Star Award – Clint Hoiland, D-2 Senior Probation & Parole Officer
- ❖ Dedication of service recognition – Shane Evans, Deputy Chief of Education, Treatment and Reentry

5. Correctional Alternative Placement Program (CAPP) Update, Warden Brian Finn
 - ❖ Finn provided an update on Program participation as of September 2014. He stated a total of 4,115 inmates have been through the program and 3,895 have graduated, or 94.65 %; 318 are currently in the program.
 - ❖ Finn reports 2 use of force actions since July 2010 and added CAPP is "safer than a junior high school."
 - ❖ Staffing details: 100% staffed
 - ❖ Finn reviewed recent audits, inspections and awards; CAPP graded excellent in all areas.
6. Corizon Update, Regional Manager Tom Dolan
 - ❖ Bristy Delao, ISCC Hospital Services Administrator and Dr. Aglar provided update. ISCC will have an onsite infirmary beginning October 1, 2014; appreciation and gratitude was expressed for support during the ICC/ISCI transition, and 91 days as of today the transition demands are beginning to level out. Delao addressed a question regarding an anticipated decrease in medication interruptions with Corizon at Idaho State Correctional Institution (ISCI) and Idaho State Correctional Center (ISCC). She stated it is expected to improve, communication has improved and the implementation of Electronic Medical Record (EMR) is expected to bring further improvement in that area.
 - ❖ Ryan Valley provided an Electronic Medical Records (EMR) update. The installation of network cabling at ISCI, IMSI, PWCC, SBWCC, SAWC, SICI is complete with ISCC and ICIO remaining. In February 2015 the following sites should be functional: PWCC, EBCRC, SBWCC, SICI-PRC. Valley responded to a question regarding unanticipated problems with the transition to EMR saying the cable installation has been more time consuming than expected and gaining user acceptance has been challenging. Wyoming was the most recent State to transition to EMR and Corizon has noted their lessons. A group discussion ensued about the problem of user acceptance, the possibility of standardizing medical forms, and sharing information with the Idaho Health Exchange. There is an expectation that offender transition back to the community will be improved with EMR. Transition improvement is possible with the support/communication of the Idaho Health Exchange, and there are also medical summaries. Due to incompatible computer systems there has been unfortunate problems with sharing information between individual Health Care networks nationwide.
 - ❖ Dr. Young provided a Hepatitis C treatment Update. Cost is the biggest problem connected to this type of treatment (\$88,000 – \$165,000 per person): IDOC currently has 169 incarcerated patients with hepatitis C. The makers of the drug recommend that everyone receive treatment but not everyone needs the treatment. IDOC has 10 incarcerated individuals that meet the criteria for treatment. This virus varies widely in manifestation, some have severe symptoms and others nothing throughout their lifetime. Corizon is beginning treatment this week based on the Bureau of Prisons standards criteria. Currently Medicare will not cover hepatitis C treatment, but Medicaid will. Nationally insurance companies are still oscillating on coverage.
 - ❖ James Fairgrieve provided a re-entry update, website status, and user option details. The website is expected to go live online in January 2015.

7. Leadership Updates:

❖ Prisons, Chief Jeff Zmuda

Saint Anthony Work Camp (SAWC) and Idaho State Correctional Center (ISCC) have transitioned to the new uniform (black & tan) and everyone is happy with the change. September training just concluded for the Correctional Response Fire Team (CRFT).

❖ Warden Randy Blades provided the Idaho State Correctional Center (ISCC) update:

The facility meets the 100 day mark next week, and no significant incidents; now the focus is integration, establishing operations similar to other IDOC facilities but especially like our sister facility, Idaho State Correctional Institution (ISCI). ISCC poses new challenges, like, it's all indoors, so we added lawn to encourage residents to go outside. Agency relationships with the medical, food service and commissary contractors are healthy. Education, Treatment and Reentry is going well and we are working to stabilize pathways. The priorities for the next 100 days are enhancing what we have going on and focusing on the basics of corrections.

❖ A Unit 24 issue presented by Chief Zmuda. Unit 24 is a 204 bed unit located at Idaho State Correctional Institution (ISCI). It was built by Correctional Industries (CI) in 1994. Zmuda recounted the history of the building, including varied uses of the building by Correctional Industries and IDOC. Inmate placement in Unit 24 occurred in 2009 and it was intended to be a temporary solution. Zmuda expounded on the challenges with the Unit 24 building structure, which included problematic bath room design, a noisy heating & cooling system, the unit layout causing security concerns, space congestion, and the difficulties identifying the "right type" of resident for Unit 24. Going forward the Prison Division would like to explore a way to end inmate placement in Unit 24 and return the building to Correctional Industries. ISCI Warden Keith Yordy was present and added his concerns. This issue is being introduced today to begin consideration of the next steps.

❖ Deputy Director Kevin Kempf introduced our new Principal Research Analysis Jeneena Wing.

Continued Leadership Updates:

❖ Human Resources (HR), Chief Sharla Means

Means introduced new HR Staff members, introduced HR's plan to convert HR Records to electronic records, and announced upcoming supervisor training. It was noted that supervisor training will now include a special training on family leave (FMLA). Means provided a verbal outline of the academy trainings, explained there are some issues with POST meeting IDOC training demands. The number of supervision leadership classes this year has been increased to meet the training needs connected to the volume of new staff hired this year. A surfacing challenge is the mixing baby boomers, especially supervisors, and millennial generation staff.

8. Justice Reinvestment Initiative (JRI) Update

❖ Director Reinke & All Division Chiefs

Justice Reinvestment Initiative (JRI) is probably the biggest thing going on in Idaho and while it's expected to save money by averting significant expenditures, it is a huge shift in the way IDOC does business. The agency is focusing effort on strengthening supervision and setting a foundation for the training in the Probation and Parole Division. This will initially involve working with all the district managers and supervisors to generate new approach "buy in"; done right, we hope to create solid internal support for field implementation. Next we plan to reduce the number of offenders on a Probation/Parole Officer case load to 50 (currently our average is 80). We have identified a list of 1300 probationers and parolees, and with caution we are beginning to explore the possibility that those selected may be released; where appropriate we plan to submit requests for early discharge. Utilizing a correctional program check list intended to guarantee program integrity called GAP Analysis we will gage our impact in the field and on offenders.

9. Executive Session

Secretary JR Van Tassell motioned to adjourn to executive session at 12:12 p.m.; Chair Sandy seconded the motion; motion carried unanimously. Roll call was taken.

- A. *I.C. 67-2345(1)(b)* To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.
- B. *I.C. 67-2345 (1)(f)* To communicate with legal counsel for the Idaho Department of Corrections to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

10. Regular Session

Secretary JR Van Tassell motioned to end executive session; Chair Sandy seconded the motion; motion carried unanimously. Returned to regular session at 12:53 p.m.

Break until 1:00 p.m.

Continued Leadership updates:

❖ Probation & Parole, Chief Henry Atencio

Atencio introduced the development of a new PSI coordinator position intended to provide centralized organization in the 4800 PSI's conducted a year. Over time, PSIs have become more complex, this position will hopefully enhance IDOC/Court relations and overall use of resources. We plan to expand an ongoing partnership with Vocational Rehabilitation which involves embedded staff in some District Offices. We currently pay \$166,000 a year for these services which includes service coordination, medication assistance, job training, transportation, short term insurance. Problem solving courts are referring individuals to this efficient arrangement and it has been successful in District 4. We want to mimic our most established program in District 4, in an effort to make all District Offices a "one stop shop" for the services for the offenders.

❖ ET&R, Chief Shane Evans

- Sex Offender Management Board (SOMB) Update given by Evans and he reports the juvenile standard is anticipated to be finalized, it's expected to be in place by November; including a revamping tiered registration, and a risk based classification.
- The JRI / Council of State Governments (CSG) Projects include Gap Analysis-Behavioral Health, Enhanced parole readiness, Level of Service Inventory (LSIR) Re-norming Project.
- In the area of Clinical Services, the Agency's clinical supervisors are assuming authority of clinical services and working with facility Deputy Warden's in hiring staff. The overall goal is that clinical supervisors will spend 75% of their time supporting services alongside the facility management. The Education, Treatment and Reentry Division (ET&R) is also adding a contract psychologist position and this position will provide onsite Sex Offender Treatment Program (SOTP) support and auditing.
- In Educational Services the ET&R Division is adding an educational services enhancement for Riders (online through Pearson View) to reduce needs when transitioned back to the community.
- ET&R is participating in the Sage Grouse Project. The project is a seeding program designed to recreate the bird's natural habitat using land surrounding our facilities.
- Programs/ Reentry update. In an effort to improve our ability to track 150% (referring to 150% of sentence completion stipulated in JRI) ET&R is introducing a new position entitled Rider Coordinator. This position is intended to increase the Agency's coordinating efforts, initiate audits, and support the one Correctional Program Coordinator position currently managing this area.
- Quality Assurance/ CQI update. This newly developed auditing and tracking method is being introduced to Wardens today, the new method will be put into use and self-adjustment is expected to occur as the problems surface.
- Chief Evans announced some ET&R milestones and successes, specifically, the names of staff who have increased the education/professional status in addition to maintaining their regular work duties.

❖ Managements Services, Chief Pat Donaldson

- The Correctional Alternative Placement Program (CAPP) contract expires on June 30, 2014. The contract unit is currently reviewing options on whether to extend the contract or put it out for bid.
- Julie McKay reported on the GTL Phone / Kiosk transition stating the phone problems with the transfer have been straightened out and that presently Kiosks are being installed in dayrooms; 116 kiosks have been installed but not yet wired. The plan is to go live in January 2015. Additional Kiosk services that are available include secure emails, video chats, voice mail, photo share with room to add concern forms and grievances. These services are not intended to replace face to face visiting; this is intended to be extra contact. McKay also elaborated on the security filters available.
- The Commissary Services Request (CSR) for bids will be issued soon and decided in December. The new contract will simplify the way IDOC determines the commissary receipts. The new contract will start on May 1, 2015.

- Tim Higgins reported on the Contract Services Unit monitoring efforts. This Unit presently manages Correctional Alternative Placement Program (CAPP), Kit Carson Correctional Center (KCCC), and 33 County Jails. The Contract Services Unit monitors 15.9% of IDOC beds, down from 40% since losing Idaho Correctional Center (ICC) and the unit is down to 3 staff. CAPP has a 5 year renewal option: Higgins reviewed the details of monitoring CAPP, KCCC and County Jails. Higgins examined the contract monitoring of Bonneville County Jail where IDOC has 93 long term female beds, and he elaborated on programs available. Higgins reports that currently complaints are minimal regarding out of state inmates.

- Chief Donaldson reviewed the FY2016 Budget Request and the revisions.

❖ Loyal Service Award presented to Tim Higgins by Director Reinke.

❖ Correctional Industries (CI), Chief Alan Anderson

Anderson reports correctional Industries (CI) is having a positive month, and sales revenue is up 10% this year. The garment shop is working to save IDOC money on garments. A revised IDAPA Rules has been provided for the agricultural worker program, review them and notify us of any concerns, the deadline is 10/15/14. Anderson reviewed CI's revenue and expenditures. CI anticipates a potential shop expansion, depending on the Unit 24 decision, CI is currently turning work away because of limited space to accommodate the work. There is a prospect of providing furniture, bedding, and towels for the Idaho Hospital Association. There was some group discussion about creating work options in prison and at Idaho State Correctional Center (ISCC).

Break at 2:58 p.m., until 3:05 p.m.

11. PREA Update, Director & Jeff Zmuda

❖ Reinke reported that undeservingly Idaho is being categorized as part of the "shameful seven" or "sinful six" who have not implemented federal Prison Rape Elimination Act (PREA) regulations. Truth be known, in 2003 Idaho implemented Zero Tolerance and developed policies and mandatory training, plus a rape hot line; Idaho was actually out front on this issue. Comparing 2003 to 2012, the processes we put in place did not cost a bunch of money, nonetheless implementing Federal PREA is estimated at \$6 million state wide (including jails and juvenile facilities), to construct compliance with PREA and almost the entire expense is staffing expense. This Agency is confident that if PREA auditors came today and evaluated IDOC facilities we would pass with flying colors, however, there is a large IDOC inmate population in the County Jails and since Prison standards and Jail standards are not the same the Jails will want to pass the their compliance costs on to IDOC. A report on this is due to the Governor's office by Dec. 1, 2014. The juvenile facilities are progressing with some facilities "certified" as in compliance. This Agency is assessing what position this should take on decision units, the concern being these costs could compete with the number one priority staff pay; it is imperative we stabilize our staff turnover which also embraces the spirit of PREA.

12. Directors Office Report, Teresa Jones Adm. Support Manager

- ❖ Review of Performance Measurement Report: Jones noted the reduction in GEDs is connected to an increase in the academic standards effecting the testing difficulty. IDOC Prison bed costs increased to \$57.46 because of the medical contract. Supervision cost per day is \$3.87. IDOC Correctional Officer turnover is 24%. Jones spoke about the JRI Steering Committee including 20 lawmakers and acknowledged that no one wants to build another prison, which is why it is so important we understand all that needs to be done to avoid it. We are seeing some push back for the Ada County Prosecutor on this endeavor. Corrections at the Capitol will be January 15, 2015. The JRI fact sheet provided today has been posted on EDOC. Secretary JR VanTassel stated concerns about the decline in GEDs and raised the question if an increase in staff is needed to bring the performance statistics back up; ET&R to provide a more in depth report on that at the next meeting.

13. Directors Office Report, Deputy Director Kevin Kempf

- Vicki Calderon presented the population update. Discussion followed over the slight fluctuations with special interest on parole violators.
- Deputy Director Kempf spoke about the need of increased security for corrections administrators. The Director's Office recently received a document from The Association of State Administrators (ASCA) charting concerns and recommending increased protection measures be taken for administrators. As a result we are electing to implement that everyone above Warden has the option to carry a weapon. Additionally we've reached out for alliance with Federal agencies to provide added protection during public interactions that involve high visibility and legislative session making additional protection that can be arranged quickly available to us.
- DAG Mark Kubinski presented a firearms resolution which would allow IDOC to implement the added security measures introduced by Deputy Director Kempf, the document authorizes the IDOC Director to sanction the increased security measures and initiate the development of specific SOP surrounding the details of use.

Secretary JR Van Tassel moved to adopt the proposed resolution; Chair Robin Sandy seconded the resolution; the motion was carried unanimously.

14. Directors Office Report, Director Brent Reinke

- ❖ Director Reinke reviewed important upcoming dates: next BOC Meeting 11/06/15; Corrections at the Capitol 01/15/15; ICJC touring ISIC and IMSI 10/24/14. The JRI meetings will be continuing, we are striving for an enhanced relationship with American Civil Liberties Union (ACLU) modeled after what has been called "the Sasser Model", this includes having an IDOC individual assigned to assist with answering questions and identifying problems. We have submitted an application to Nation Institute of Corrections (NIC) asking for help reviewing suicides; incidents are slightly higher this year. IDOC is currently working to enhance a working relationship with the State of Utah in an effort to learn from each other.

15. Next BOC Meeting, date time, and location

- ❖ The next Board meeting will be held on November 06, 2014, at Central Office.

16. Final discussion

- ❖ None

17. Adjourn

Secretary JR Van Tassell motioned to adjourn the meeting at 4:12 p.m.; Chair Sandy seconded the motion; motion carried unanimously.

Submitted by:

Andrea Blades, Management Assistant

Date

Approved by:

Robin Sandy, Chair

Date

Submitted by:

Andrea Blades, Management Assistant

Approved by:

Robin Sandy, Chair